

Random Acts of Kindness (RAK)



College of the Mainland®
FOUNDATION

Emergency Assistance Fund for Students

Purpose

Generous donors to College of the Mainland Foundation have made financial contributions to provide assistance to students for emergency situations that require short turn-around time and **prevent or hamper students from achieving academic success**. The needs addressed by this fund are usually urgent, non-recurring and involve relatively small costs. These can include a wide range of scenarios. Whether it's dealing with car repairs, rent, utility payments, child care, cost of text books, etc. an unforeseen crisis can impact college completion rates and ultimately pose a challenge of securing a better future. This fund is designed to meet a short-term financial need and not intended for loan payments.

Gifts

The COM Foundation administers the funds. Gifts from funds are intended to be small (**generally do not exceed \$500**), and do not have to be paid back. **Money is never given directly to the students**. Vendors (auto repair shops, utility companies, landlords, etc.) will be paid directly. If books and supplies are needed, charges will be made directly to the COM Bookstore.

Process

Students in need are to be identified by COM faculty or staff, rather than having students approaching the COM Foundation directly to access the funds. This is because you will have a greater knowledge of the situation at hand. Foundation staff will review the information submitted, then determine whether to approve an award, along with the appropriate dollar amount.

NOTE: A RAK referral to the Foundation does not guarantee approval of assistance. The Foundation staff reserves the right to approve or deny any request. **To be eligible, students must be enrolled in at least six semester credits or 60 CE Workforce contact hours.**

Financial Literacy Follow-Up

All recipients will be contacted following award by the COM financial literacy educator. Free, personalized consultations will be offered. This point of contact will allow additional resource referrals and increase financial literacy and self-sufficiency.

Timing

A decision will be made as soon as possible. If assistance is needed immediately, please contact Lisa Jensen at ejensen2@com.edu, ext. 8624. For more information, contact Lisa.

Random Acts of Kindness Request



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Not to be filled out by student

Date: _____

Student Name: _____

Student ID #: _____

Student Email: _____

Student Phone Number: _____

1 - Signature **and Printed Name** of Faculty/Staff Recommending Assistance

2 - Signature **and Printed Name** of Second Faculty/Staff Recommending Assistance

Please **attach a brief explanation of the situation** the student is facing.

Include the **student written statement** (suggested 2-3 paragraphs) explaining the situation, **amount requested** and how it will help. Include any **associated paperwork** necessary to provide assistance and **verify the emergency need** (examples include copies of utility bills, rental statements, name and phone number of landlord, etc.).

If requesting money for classes, fees and/or books, **you must attach a course schedule** and a detailed list showing the book titles, course names and related fees, and the specific cost related to each item. *(See other side of page for an explanation of the RAK process.)*

Please deliver this form to Lisa Jensen (ejensen2@com.edu) in Appomattox Square, Suite 13. Emails are acceptable. Decisions will be made as soon as possible.

ACTION TAKEN – For Foundation Staff Use Only

_____ Date _____ Request Approved/Denied _____ Forward to literacy educator

Signature of Foundation Executive Director: _____

Dollar Amount Approved: _____

Special Comments from Foundation Executive Director:
